

The Continuous Instructional Improvement Technology System (CIITS) is accessible with a valid kyschools.us or ky.gov e-mail address; this is the User ID to access the CIITS system. The e-mail address must be set up correctly in Infinite Campus (IC) for the User ID to be created in CIITS. Users can verify their e-mail address in IC through the Census, Personal Contact Information. If the e-mail address is not correctly set up in IC, the instructions below are provided to help with that set-up.

**There are two options available for setting up e-mail addresses.**

**OPTION 1: The IC system administrator updates the e-mails for the district.**

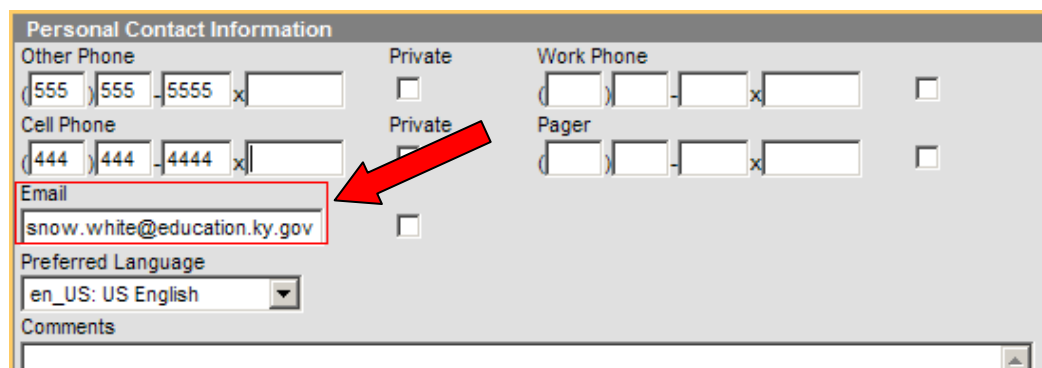
Step 1 – Log into IC and go to search, and then search for a staff member.



NOTE: For smaller districts, a simple search on staff members may be the quickest way to update staff e-mails.

Step 2 – Update the e-mail address on the demographics screen. Once the staff member has been located, follow this path:

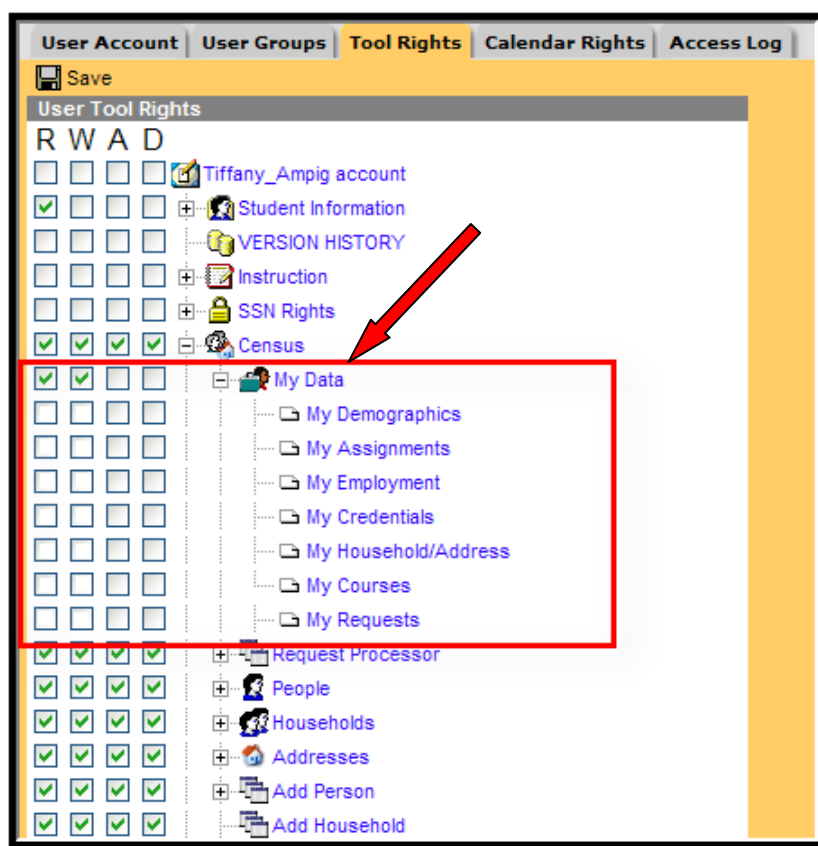
**Path: Index | Census | People | Demographics | Personal Contact Information**



**OPTION 2: Each staff member/teacher updates their e-mail through the 'My Data' feature in IC.**

Individual tool rights exist for each 'My Data' tab. Tool rights control which of these areas are available for users to see, review and/or request changes to. The System Administrator controls these rights and approves all requests.

**Step 1:** Go to user tool rights and select 'My Data' tool rights.



NOTE: The system administrator only needs to give read, write - rights to the 'My Demographics' portion of 'My Data', unless otherwise appropriate.

For all My Data tabs, users can be assigned the following rights:

| Tool Right        | Description   |
|-------------------|---|
| R(ead)            | Allows users to view existing information for themselves but not request updates (see Image 3). |
| W(rite)           | Allows users to view existing information for themselves and request updates (see Image 4).     |
| A(dd)<br>D(elete) | These tool rights are not necessary for the My Data toolset.                                    |

**Step 2:** Staff member/teacher updates their individual e-mail address

**PATH:** Census | My Data

1. Create a request by selecting 'Request Demographic Update'

2. Enter a brief description and the type of update, and then scroll to the bottom of the page.

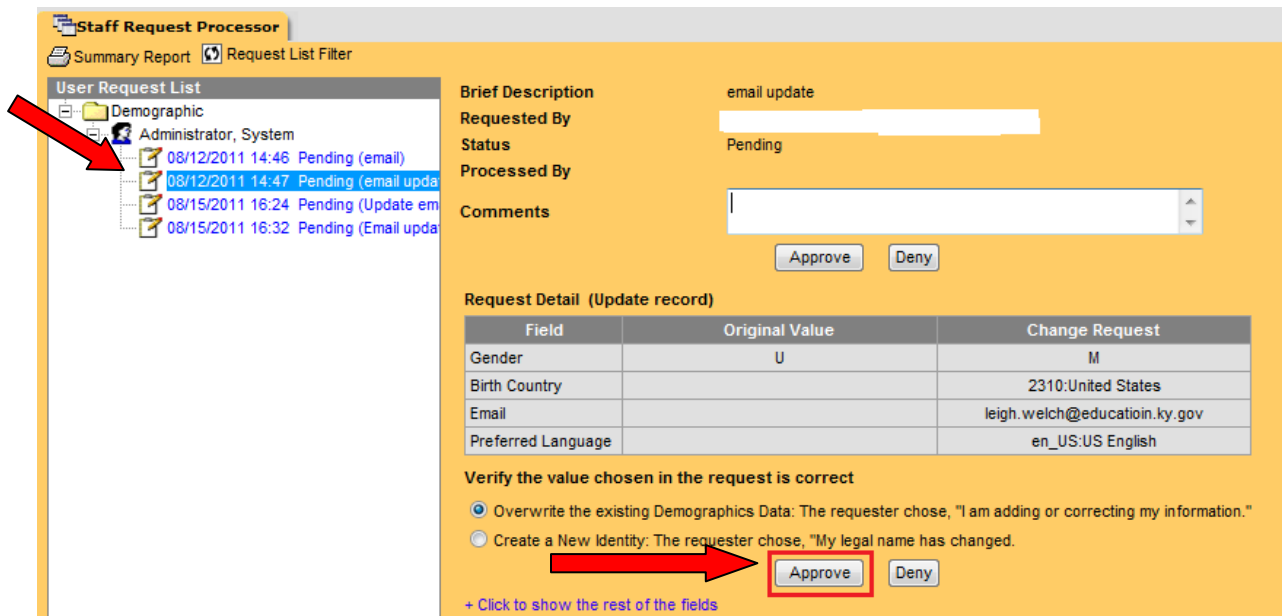
3. Enter the e-mail address and then click 'Save Request' on the top left.

**NOTE:** Updated information will be in pending status until approved by the system administrator.

**Step 3:** System Administrator logs into Infinite Campus and approves each request

**Path: Index | Census | Staff Request Processor**

The approved staff member (System Administrator) at the district reviews the request and approves, or denies, as necessary. A record must be selected before an option for updating the information will appear.



**Staff Request Processor**

Summary Report Request List Filter

**User Request List**

- Demographic
  - Administrator, System
    - 08/12/2011 14:46 Pending (email)
    - 08/12/2011 14:47 Pending (email update)
    - 08/15/2011 16:24 Pending (Update email)
    - 08/15/2011 16:32 Pending (Email update)

**Brief Description** email update

**Requested By** [Redacted]

**Status** Pending

**Processed By**

**Comments** [Text Area]

Approve Deny

**Request Detail (Update record)**

| Field              | Original Value | Change Request               |
|--------------------|----------------|------------------------------|
| Gender             | U              | M                            |
| Birth Country      |                | 2310:United States           |
| Email              |                | leigh.welch@education.ky.gov |
| Preferred Language |                | en_US:US English             |

**Verify the value chosen in the request is correct**

☒ Overwrite the existing Demographics Data: The requester chose, "I am adding or correcting my information."  
☐ Create a New Identity: The requester chose, "My legal name has changed."

Approve Deny

+ Click to show the rest of the fields

Once approved, the update will be apparent in the staff members personal contact information under the demographics tab.